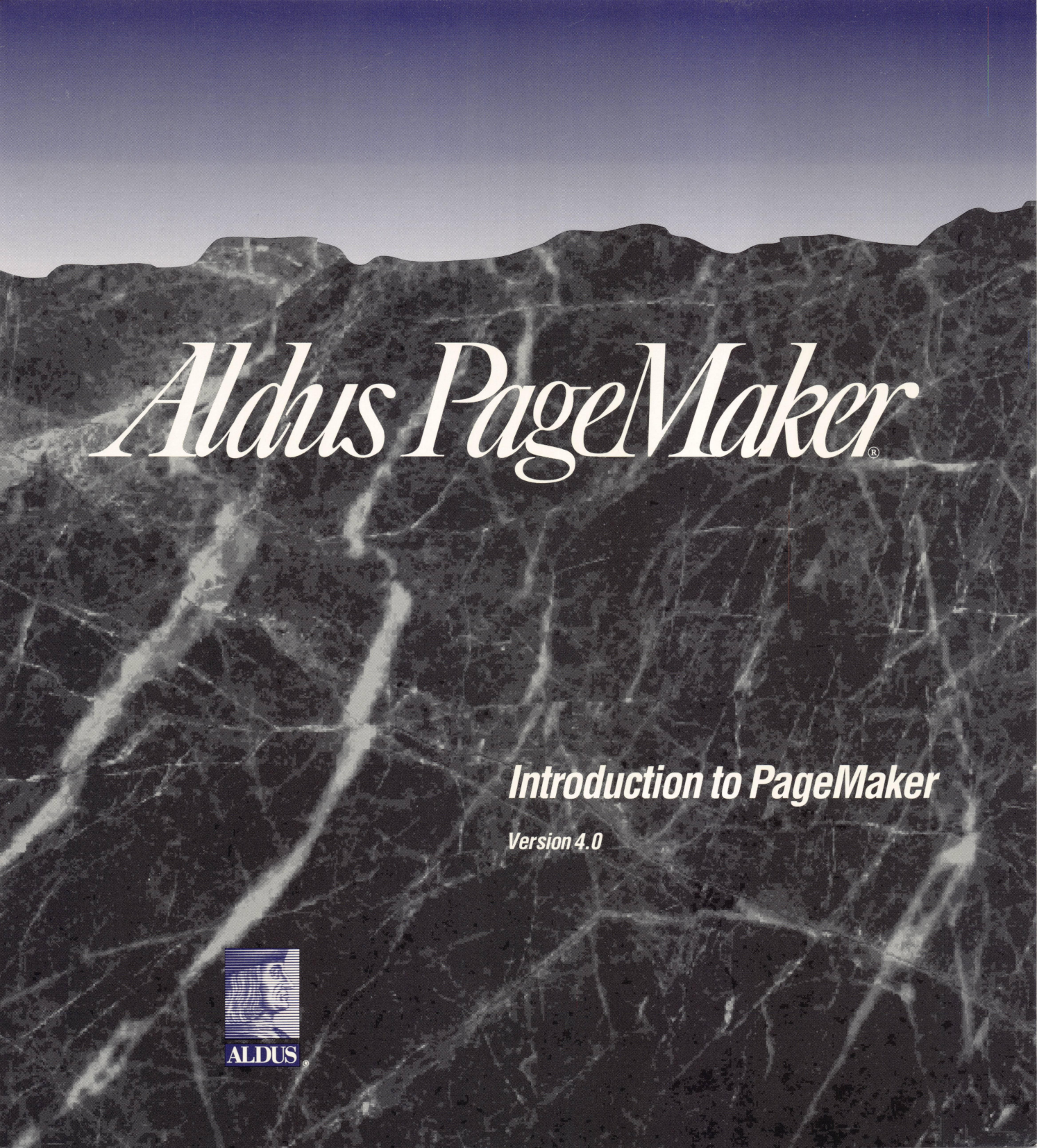
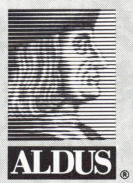

Aldus PageMaker®
Introduction to PageMaker
Version 4.0
ALDUS®

# Aldus PageMaker®

## Introduction to PageMaker

*Version 4.0*



**First Edition**

January 1990

This manual was created electronically using Aldus PageMaker® on the Apple® Macintosh® computer. Mechanicals were printed on the Linotronic™ 300 at 2540 dpi, and then reproduced commercially. Art was produced using Aldus® FreeHand® and MacPaint®.

**Copyright**

© Aldus Corporation, 1990. All rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language in any form by any means without the written permission of Aldus Corporation.

**Software License Notice**

Your license agreement with Aldus Corporation, which is included with the product, specifies the permitted and prohibited uses of the product. Any unauthorized duplication or use of PageMaker in whole or in part, in print, or in any other storage and retrieval system is forbidden.

**Licenses and Trademarks**

Aldus, the Aldus logo, PageMaker, and Aldus FreeHand are registered trademarks and PrePrint is a trademark of Aldus Corporation.

The Proximity/Merriam-Webster Linguibase © 1983 Merriam-Webster. © 1983 All rights reserved Proximity Technology, Inc. The Proximity/Merriam-Webster Linguibase is licensed to Aldus Corporation.

Apple and Macintosh are registered trademarks and QuickDraw is a trademark of Apple Computer, Inc. MacPaint and MacWrite are registered trademarks of Claris Corporation. PostScript is a registered trademark of Adobe Systems, Inc. Microsoft is a registered trademark of Microsoft Corporation. IBM is a registered trademark of International Business Machines Corporation. Linotronic is a trademark of Linotype AG. WordPerfect is a trademark of WordPerfect Corporation. WriteNow is a trademark of Airus, Inc. MultiMate is a trademark of Multimate Inc. XyWrite is a trademark of XyQuest Inc. PANTONE®* and PANTONE MATCHING SYSTEM are registered trademarks of Pantone, Inc.

*Pantone, Inc.'s check-standard trademark for color reproduction and color reproduction materials. © 1986, 1988 Pantone, Inc.

PANTONE Computer Video simulations used in this product may not match PANTONE-identified solid color standards. Use current PANTONE Color Reference Manuals for accurate color. PANTONE Color Computer Graphics and Software is copyrighted software of Pantone, Inc., licensed to Aldus Corporation to distribute for use only in combination with Aldus PageMaker. PANTONE Color Computer Graphics and Software shall not be copied onto another diskette nor into memory unless as part of the execution of Aldus PageMaker.

**PageMaker and the Apple Macintosh**

System Utilities and Tools are copyrighted programs of Apple Computer, Inc., licensed to Aldus Corporation to distribute for use only in combination with Aldus PageMaker. Apple software shall not be copied onto another disk (except for archival purposes) or into memory unless as part of the execution of Aldus PageMaker. When Aldus PageMaker has completed execution, Apple software shall not be used by any other program.

Apple Computer, Inc. makes no warranties, either express or implied, regarding the enclosed computer software package, its merchantability, or its fitness for any particular purpose. The exclusion of implied warranties is not permitted by some states. The above exclusion may not apply to you. This warranty provides you with specific legal rights. There may be other rights that you have which vary from state to state.

**PageMaker and Microsoft Windows**

PageMaker operates in a graphics environment called Microsoft Windows, created by Microsoft Corporation. An extension of the MS-DOS operating system, Microsoft Windows gives a standard look and feel to PageMaker and all other Windows applications.

To run PageMaker under Microsoft Windows, you need to license and install Microsoft Windows.

Aldus Corporation
411 First Avenue South
Seattle, WA 98104-2871
USA
Tel. 1 206 622 5500

Aldus Europe Limited
Craigcrook Castle
Craigcrook Road
Edinburgh, Scotland
United Kingdom, EH4 3UH
Tel. 44 31 336 1727

If you are outside the U.S. or Canada, please contact your local distributor or dealer.
If you purchased your Aldus software through a hardware manufacturer, technical support for your software may instead be provided as part of the system support from the hardware manufacturer.

Part number 994-832
ISBN 1-56026-021-1 (Macintosh)
ISBN 1-56026-034-3 (Windows)
Printed in USA

## Contents


**1 PageMaker and desktop publishing** ..... 1

Page layout defined ..... 2

**2 A PageMaker gallery** ..... 5

User samples ..... 6

**3 Making PageMaker work for you** ..... 13

Typography and layout ..... 14

Placing files in PageMaker ..... 16

The story editor ..... 18

PageMaker's style sheets ..... 20

Automating layout ..... 22

Indexing, and creating a table of contents ..... 24

Managing changing information ..... 26

Printing ..... 27

Where do I go from here? ..... 28

Options
Rulers ⌘R
Snap to rulers ⌘[
Zero lock
Guides ⌘J
Snap to guides ⌘U
Lock guides
Column guides...
Autoflow
Index entry... ⌘;
Show index...
Create index...
Create TOC...

## PageMaker and desktop publishing

### An industry standard

Aldus launched the desktop-publishing revolution with the introduction of PageMaker in 1985. Since then, PageMaker has evolved, and now incorporates features that make it even easier to get your message into print.

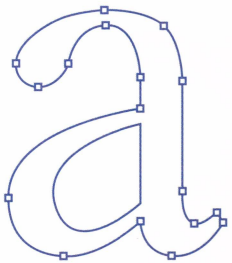
PageMaker 4.0 is the most complete desktop-publishing package available, building on previous versions of PageMaker by defining new standards for writing, design, and production. If you are involved in getting words and graphics into print, you have a use for PageMaker.

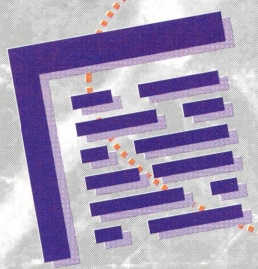
Being able to produce documents on the desktop has given even the casual user the ability to produce documents quickly and easily.

With desktop-publishing technology you can:

- Integrate text and graphics
- Control how your documents will look
- Enhance the creative process
- Save time and money

Whether you are writing a one-page memo or producing a several-thousand-page book, PageMaker can help you.





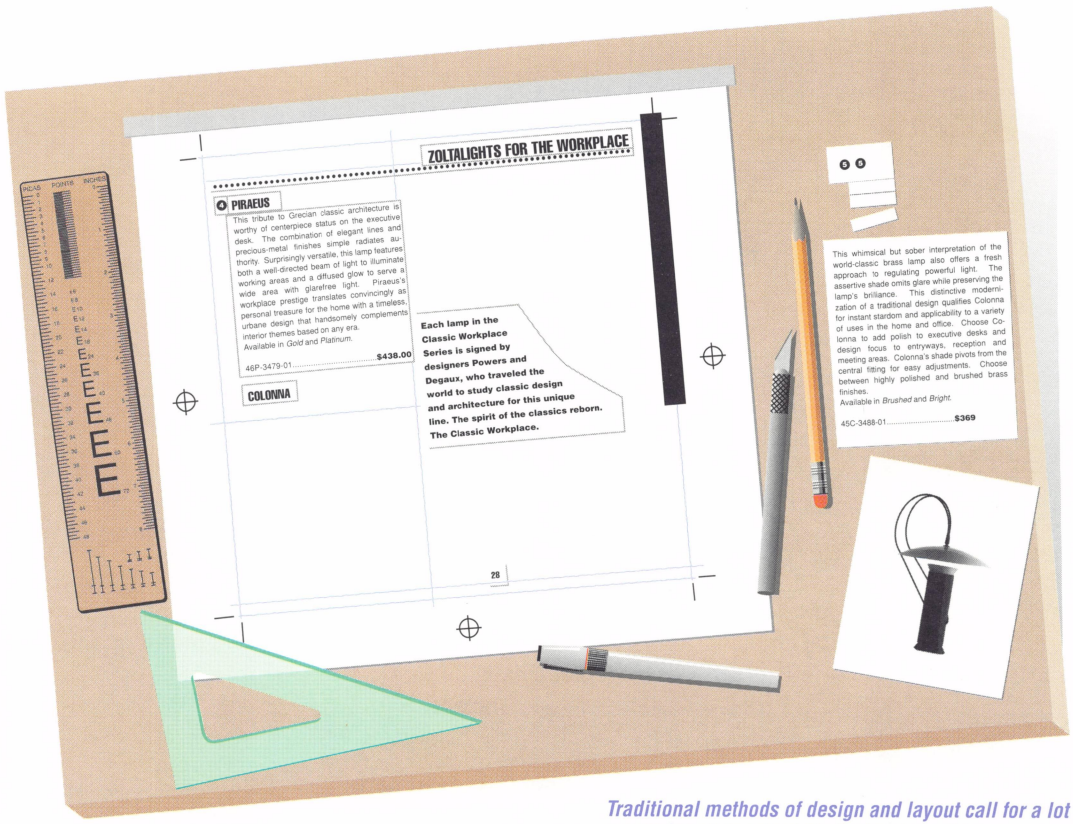
## Page layout defined

### Putting it all together

Simply defined, desktop publishing is the process of laying out and printing text and graphics using a desktop computer and printer. One of the reasons why PageMaker is the most popular desktop-publishing package is that PageMaker uses a simple and intuitive electronic pasteboard to lay out text and graphics on a page quickly, easily, and precisely.

Anyone familiar with traditional publishing knows the importance of the pasteboard: the work surface on which you position the text and graphics that become your publication.

PageMaker's on-screen pasteboard is very similar, both visually and functionally, to the traditional pasteboard—it's just on your screen. The pasteboard provides a convenient work area where layout and pasteup tools are within easy reach.

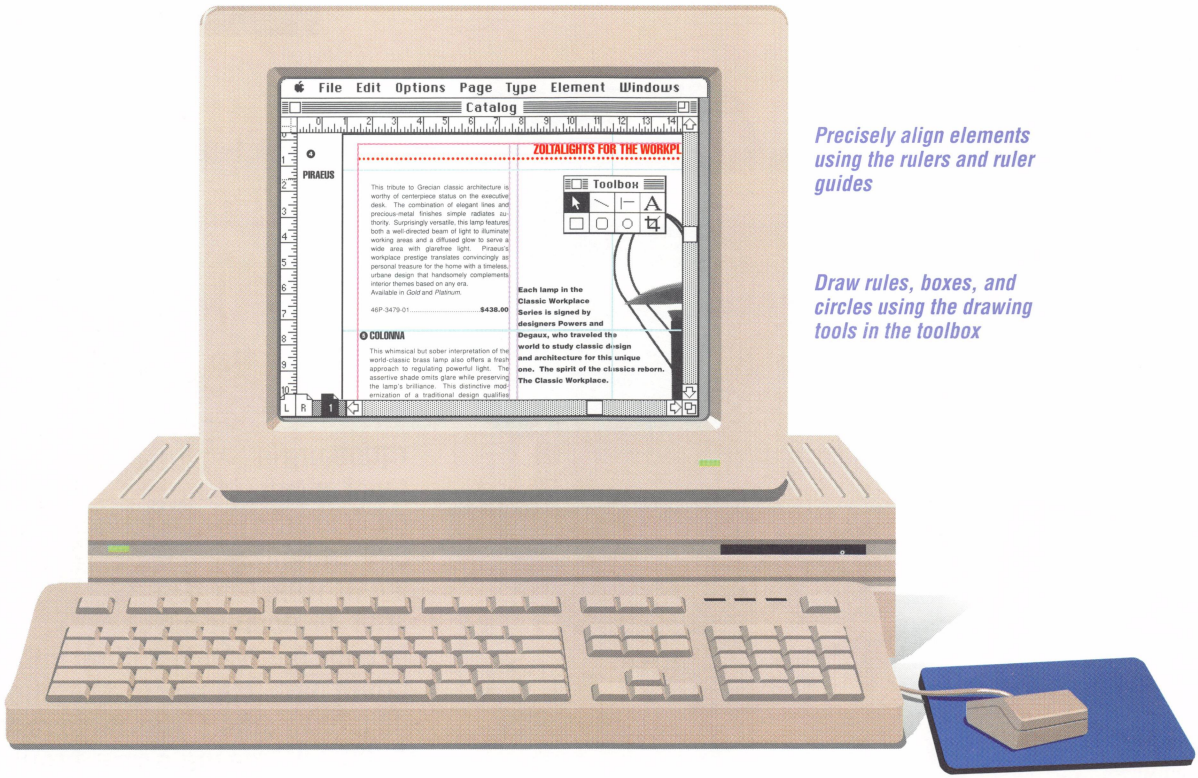



*Traditional methods of design and layout call for a lot of manual work to adjust the text and graphics*

If you're new to page layout and design, you will appreciate how easy PageMaker is to use. This is because PageMaker's layout view displays all the elements on the page as "what you see is what you get" (WYSIWYG) so you can immediately see how everything looks on the page. And when you use PageMaker's ruler guides and underlying grid, the elements you position will be precisely aligned to each other.

To help you get started with PageMaker and laying out your publications, we have included several templates, or pre-designed publications, that you can use as is or modify for your own use.

■ **For more information**, refer to these entries in the *Aldus PageMaker 4.0 Reference Manual*: Layout grid, Master pages, Setting up your pages, Templates.

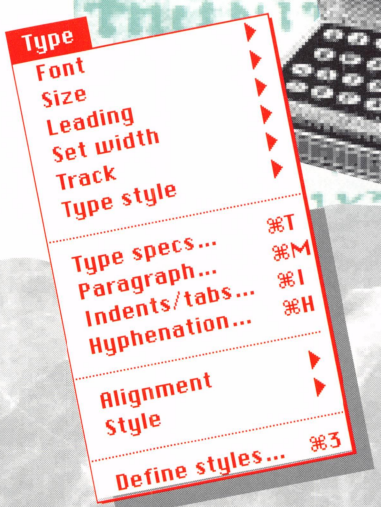


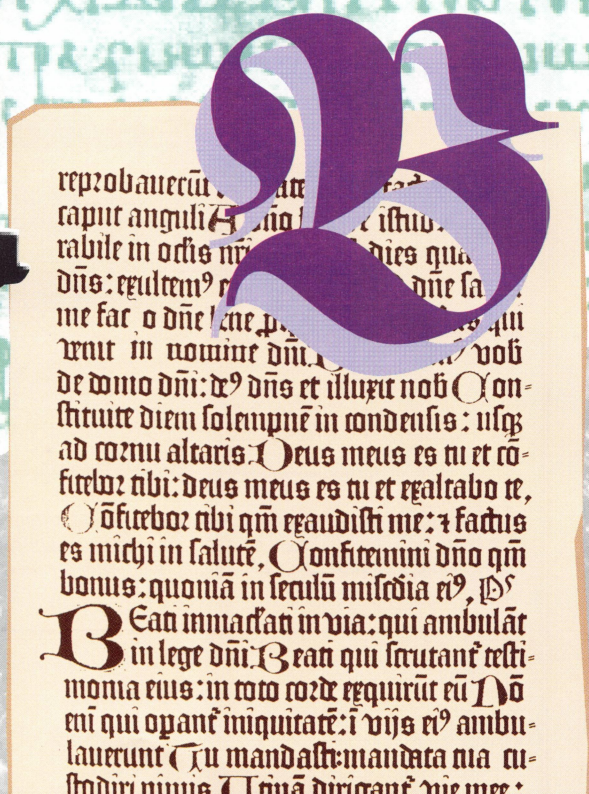

*Precisely align elements using the rulers and ruler guides*

*Draw rules, boxes, and circles using the drawing tools in the toolbox*

*In PageMaker, you can move text and graphics from the on-screen pasteboard onto the pages of your publication simply by selecting and dragging them with the mouse*

# 2


Type
Font
Size
Leading
Set width
Track
Type style
Type specs... ⌘T
Paragraph... ⌘M
Indents/tabs... ⌘I
Hyphenation... ⌘H
Alignment
Style
Define styles... ⌘3

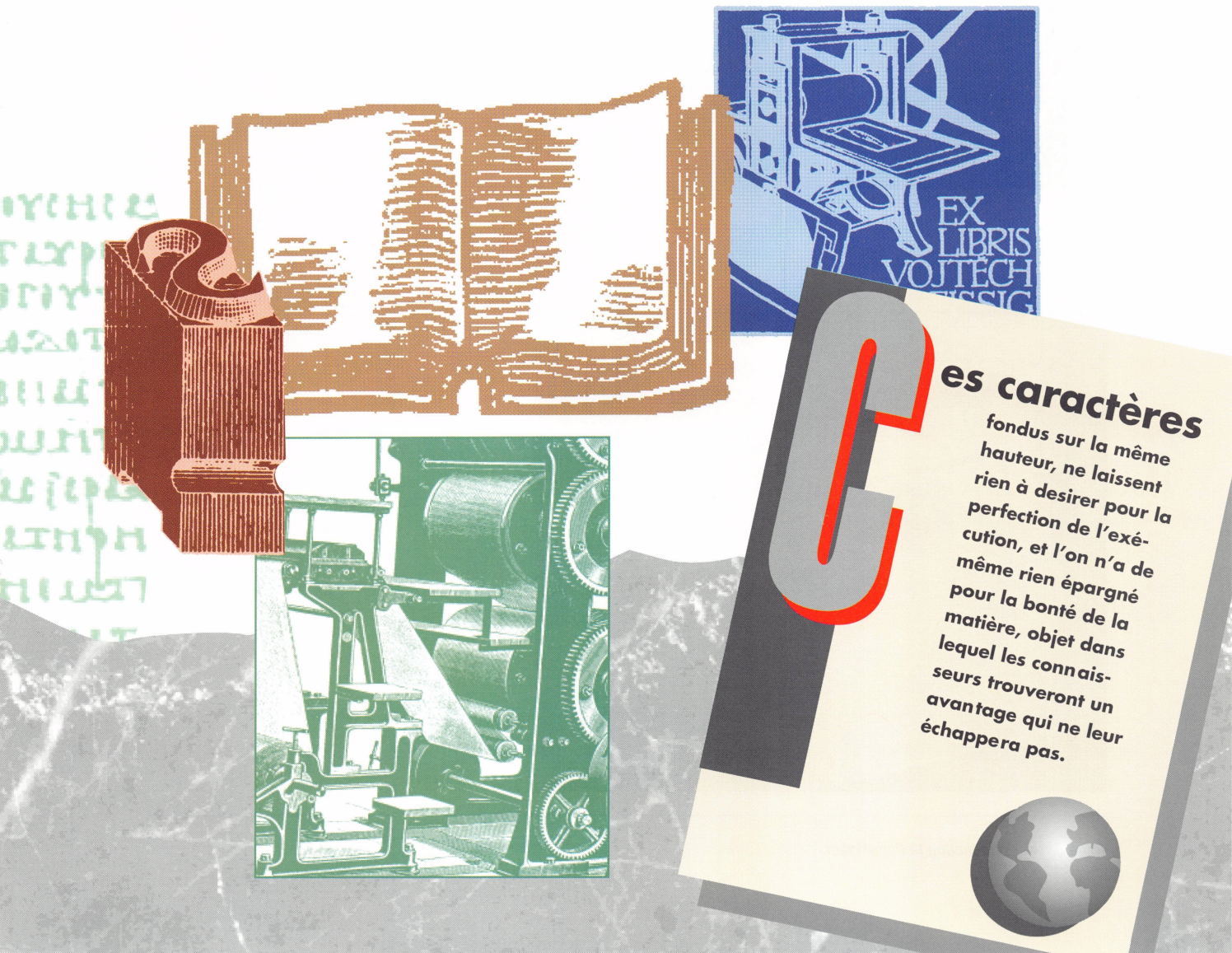


## A PageMaker gallery

### Communicating information and ideas

How can PageMaker help you communicate better? By helping you design documents that communicate your ideas clearly and effectively. Thousands of people have been using PageMaker to do just that—and at the same time giving themselves a competitive edge in business.

Take a look at the next few pages to see actual publications from people who have used PageMaker to make their message stand out from the crowd.



BUSINESS REPORTS
DESTINATION, U.S.A.
American Demographics

1.

BRAVO
LA PERFORMANCE
MERCI
LA FORMATION

2.

EARTHQUEST

3.

1. **American Demographics (magazine)**
   Art Director: Michael Rider
   Illustrators: Tom Parker (April '88), Jim Keller (September '88)
   Writers: James Allen, Eugene Turner (September '88), Monica Gonzales (September '88)
   Client: American Demographics (Ithaca, New York)

2. **Bravo la Performance (brochure)**
   Art Director: Guylaine Régimbald
   Writer: Robert Paulhus/ Guylaine Régimbald
   Creative Director/Illustrator: Guylaine Régimbald
   Client: Robert Paulhus (Montreal, Quebec)

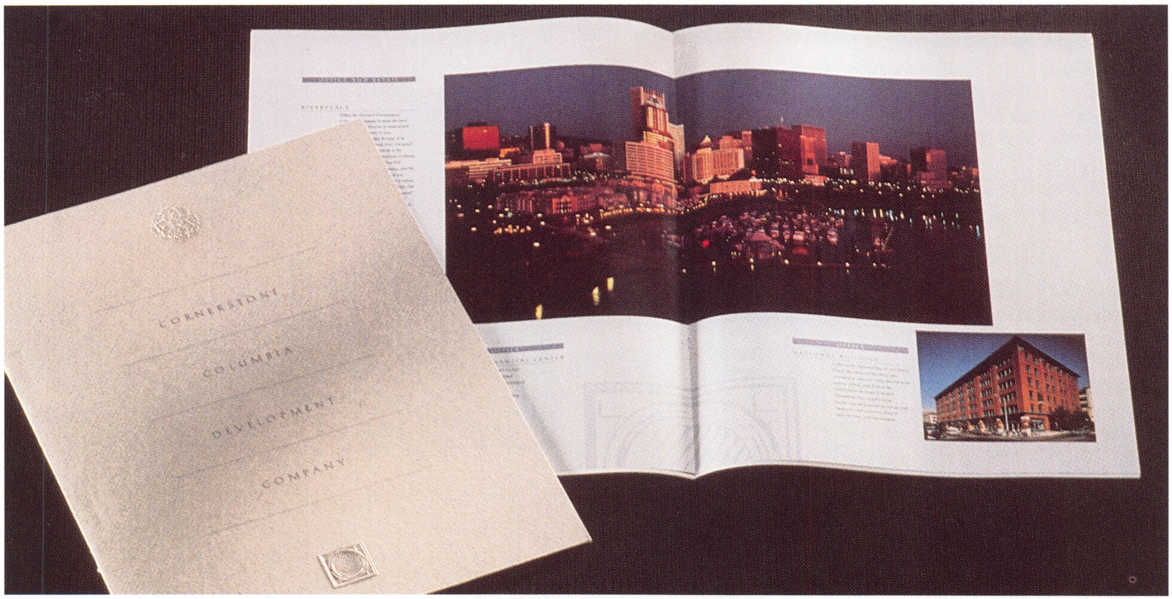
3. **EarthQuest (newsletter)**
   Art Director: Payson R. Stevens
   Editor: Laura Lee McCauley
   Designers: Patrick Howell, Leonard Sirota
   Agency: InterNetwork, Inc.
   Client: Office for the Inter Disciplinary Earth Studies (OIES)
   (Del Mar, California)

4. **KWAX Listening Guide (brochure)**
   Art Director: Mike Lee
   Designer: Mike Lee
   Client: KWAX-FM Public Radio (Eugene, Oregon)

5. **Blue Chip Cookies (brochure)**
   Art Director: Diane Dudek
   Writer/Illustrator: Diane Dudek
   Photographer: Mark Schwartz
   Agency: Dudek & Associates
   Client: Blue Chip Cookies, Inc. (Piedmont, California)

4.

5.


CORNERSTONE
COLUMBIA
DEVELOPMENT
COMPANY

6.

SHARP
INDUSTRIAL LIAISON PROGRAM

7.

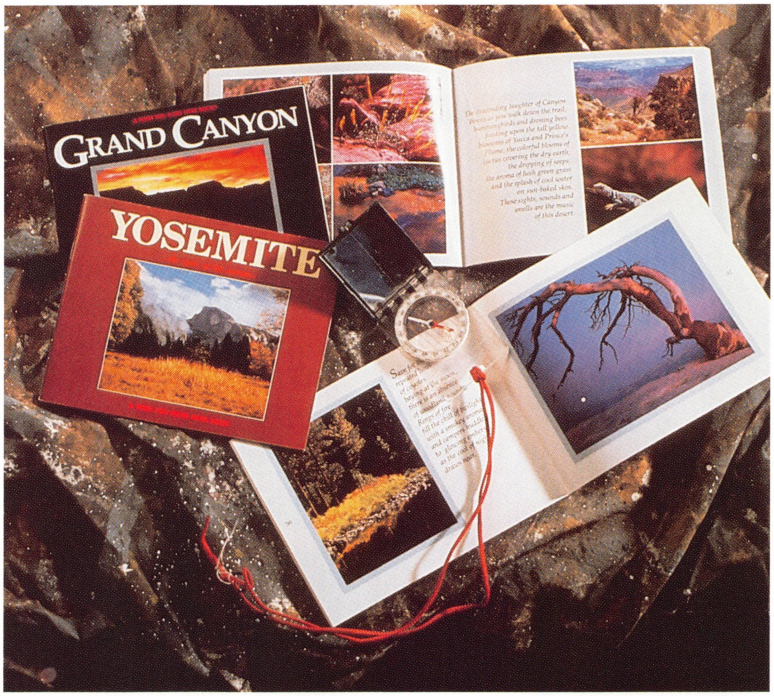
6. **Cornerstone (catalog)**
Art Director: Diann Bissell
Writer: Karen Wilson
Creative Director: Paula Richards
Photographer: Alan Abramowitz
Agency: Team Design
Client: Cornerstone Columbia Development Company
(Seattle, Washington)

7. **TransContinental, Inc. (brochure)**
Art Director: Stan Adell
Creative Director: Deb McAnulty
Illustrator: Deb McAnulty
Agency: On-Line Design
Client: TransContinental, Inc.
(Olathe, Kansas)

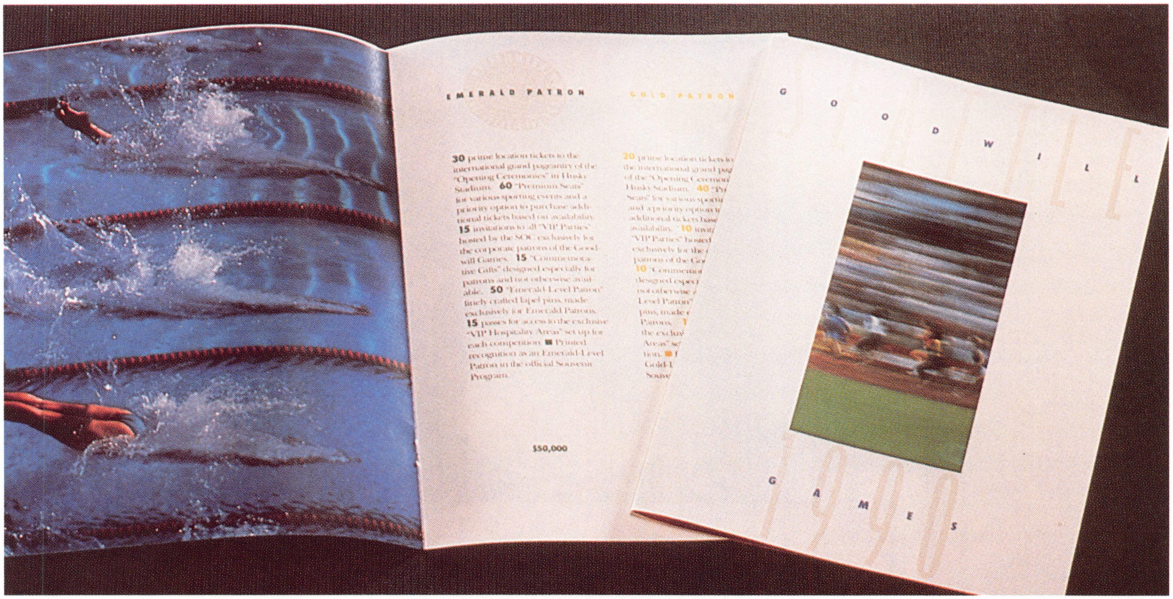
8. **First Financial Management Corporation (newsletter)**
Art Director/Designer: Michael Nott
Writers: Susan Shafer, Julia Evers, Garth Wingfield
Editor: Janet Breazeale
Artist: Betsy Bergin
Illustrator: David Lawrence
Agency: Buntin Public Relations Company
Client: First Financial Management Corporation
(Nashville, Tennesee)

9. **Grand Canyon/Yosemite (booklet)**
Art Director: Lynn Wilson
Writer: Lynn Wilson
Photographers: Jeff Nicholas, Jim Wilson
Creative Director: Jeff Nicholas
Agency: Sierra Press, Inc.
(Yosemite, California)

8.

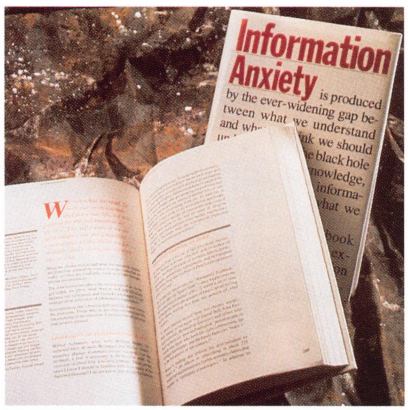


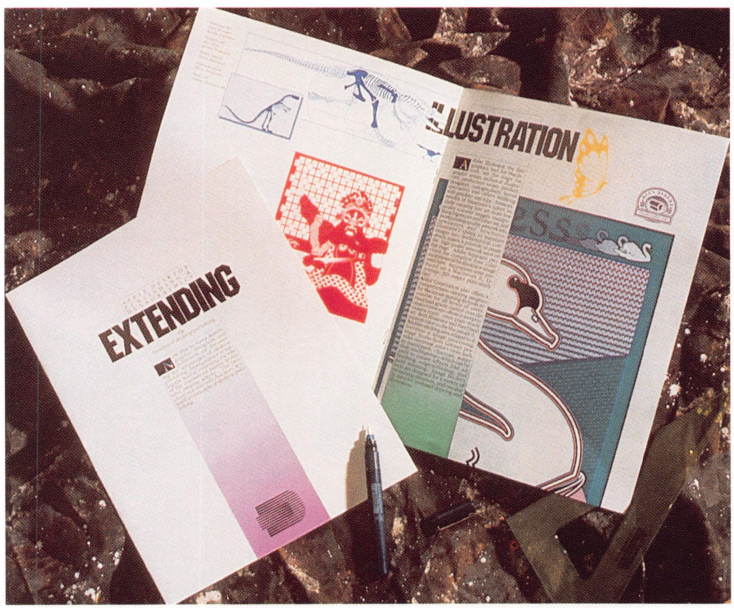

9.


EMERALD PATRON
GOLD PATRON
30 prime location tickets to the international grand pageantry of the "Opening Ceremonies" in Husky Stadium. 60 "Premium Seats" for various sporting events and a priority option to purchase additional tickets based on availability. 15 invitations to all "VIP Parties" hosted by the SOC exclusively for the corporate patrons of the Goodwill Games. 15 "Connecticut Yankee" designed especially for patrons and not otherwise available. 50 "Emerald Level Patron" finely crafted lapel pins, made exclusively for Emerald Patrons. 15 passes for access to the exclusive "VIP Hospitality Areas" set up for each competition. ■ Printed recognition as an Emerald-Level Patron in the official Souvenir Program.
$50,000
GOODWILL
1990
GAMES

10.

11.


Information Anxiety
is produced
by the ever-widening gap be-
tween what we understand


EXTENDING
ILLUSTRATION

12.

**10. Goodwill Games (catalog)**
Art Director: Diann Bissell
Writer: John Koval
Creative Director: Paula Richards
Illustrator: Nancy Stentz
Agency: Team Design
Client: Goodwill Games
(Seattle, Washington)

**11. Information Anxiety (book)**
Writer: Richard Wurman
Designer: Michael Everitt
Editor: Loretta Barrett
(San Francisco, California)

**12. Desktop Publishing Benefits (brochure)**
Art Director/Illustrator: Wes Wait
Writer: Mary Sommerset
Client: Dynagraphics, Inc.
(Portland, Oregon)

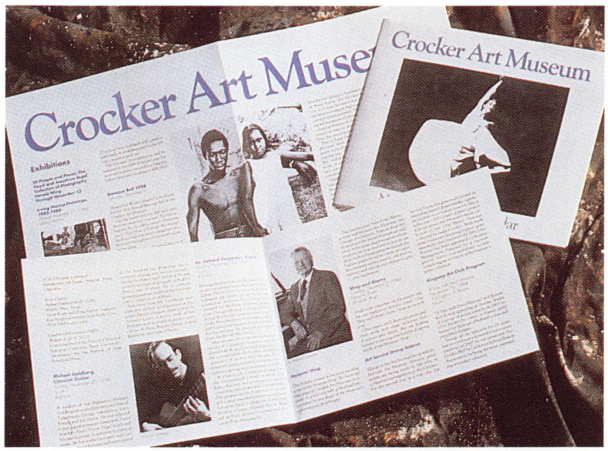
**13. Crocker Art Museum (calendar)**
Art Director: John McWade
Writer: Joe Estroff
Agency: PageLab
Client: Crocker Art Museum
(Sacramento, California)

**14. Silicon Beach (identity system)**
Art Director/Designer: Ridgley Curry, Clarence Agatep
Creative Director: James Wilcher
Logo Design: Ridgley Curry
Agency: Wilcher/Curry
Client: Silicon Beach Software
(Glendale, California)

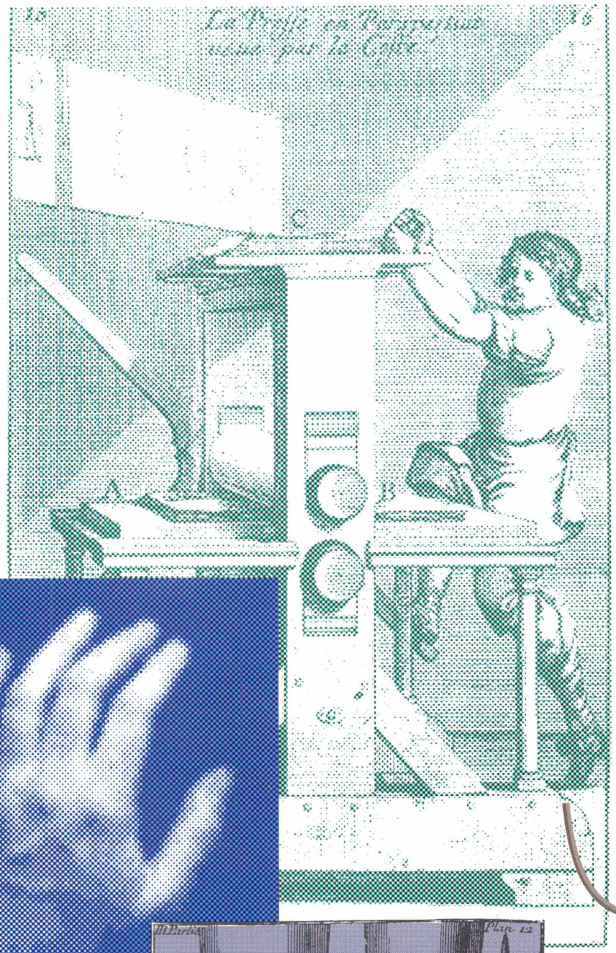
**Magicmation (identity system)**
Art Directors: Jesse Doquilo, Glenn Mitsui
Designer: Jeff Brice
Agency: M Design
Client: Magicmation
(Seattle, Washington)

**RPi2 (identity system)**
Art Director: Guylaine Régimbald
Creative Director/Illustrator: Guylaine Régimbald
Writer: Robert Paulhus, Guylaine Régimbald
Agency: Guylaine Régimbald
Client: Robert Paulhus
(Montreal, Quebec)

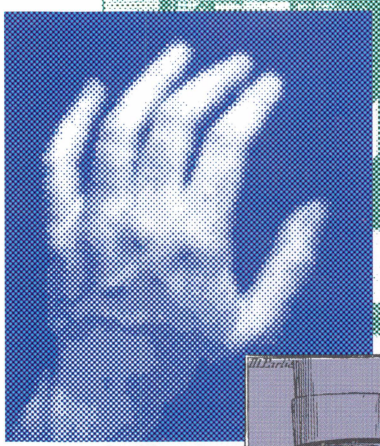
**13.**

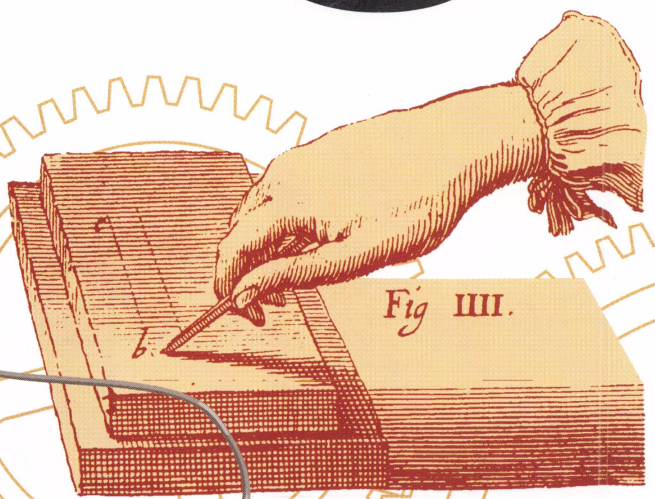


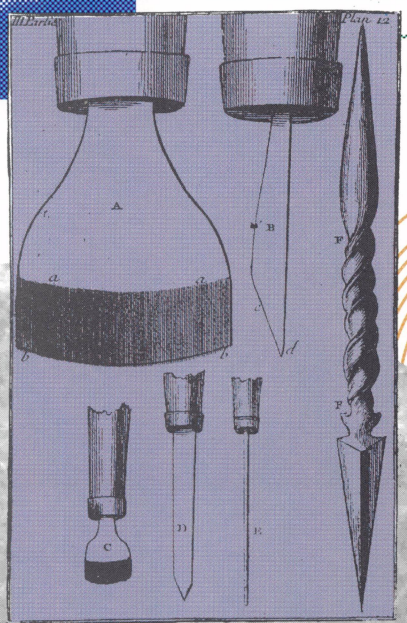

**14.**



# 3





## Making PageMaker work for you

### A communication tool

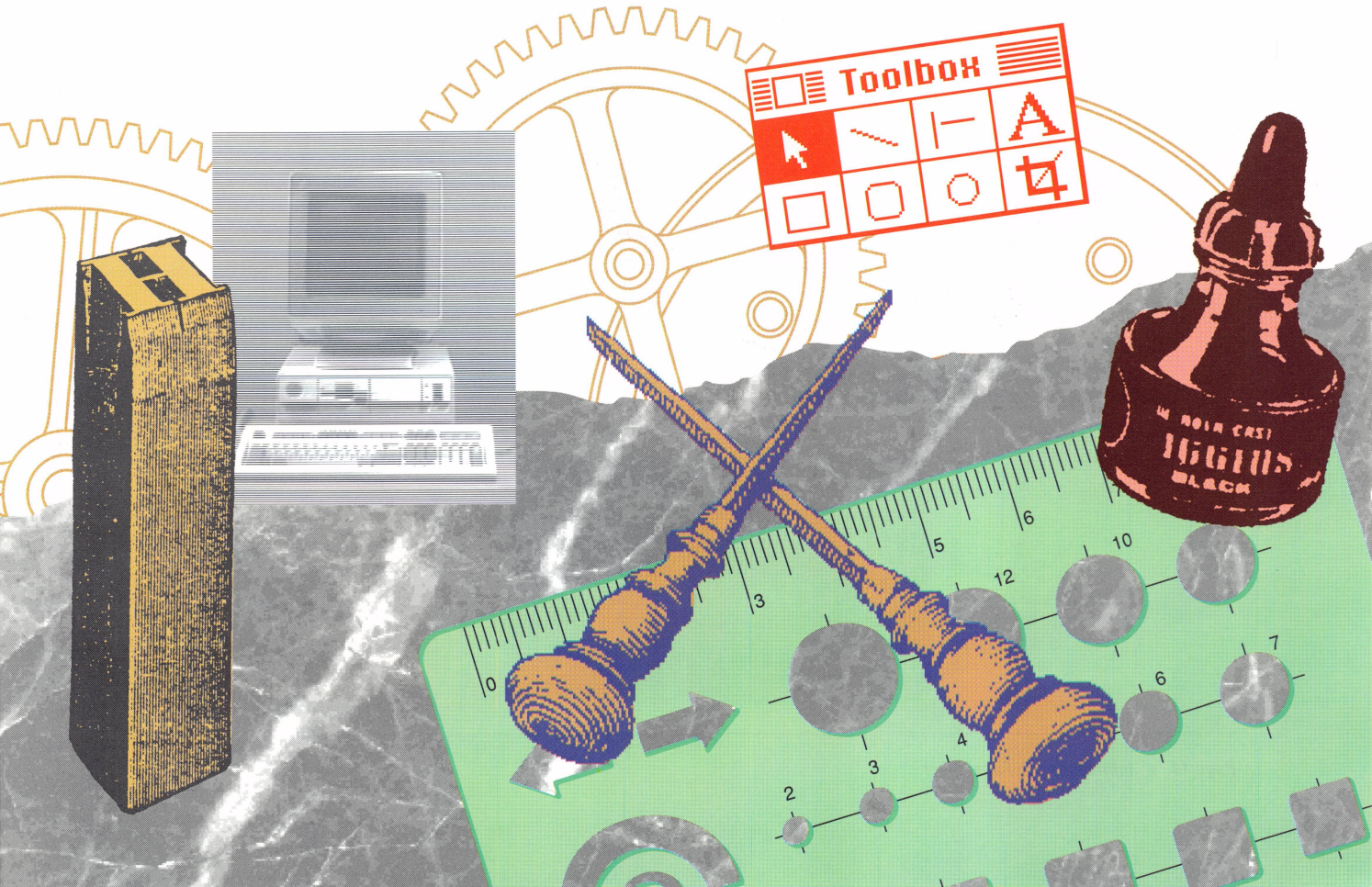
PageMaker gives you total control over every phase of a project—from writing to layout to printing. Its sophisticated yet easy-to-use tools show your work at its very best. You can import text and graphics files, or create your text and simple graphic elements right in PageMaker.

Then, place the graphics where they fit best; rotate and condense or expand headlines for maximum impact; fine-tune the body text for just the look you want, right down to controlling widow and orphan lines.

Use the story editor to enter text from scratch, edit it, then catch and fix spelling errors. Create style sheets to have a consistent style and to easily produce long documents. Assemble contents pages, indexes, and other tabular material quickly and elegantly. Use PageMaker's file-linking capabilities to keep track of changes to text and graphics files when writers, designers, and editors work together.

This section describes some of PageMaker's most useful features and shows how they might be used.

PageMaker—a powerful tool for creating professional-quality publications.



## Typography and layout

### The most flexibility in desktop publishing

Good typography means more than the manipulation of a set of typefaces. Good typography also means matching the typeface and how it is laid out to the tone of your words. How type elements are arranged and composed as columns of text is another important element of good typography. The result is a publication that is inviting and interesting to read and that is appropriate to what you are trying to say.

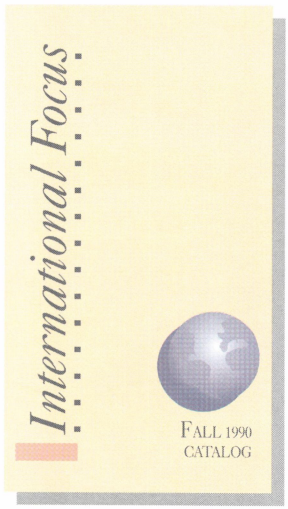
PageMaker gives you more flexibility to lay out and format text than any other word-processing or desktop-publishing application available today. Using PageMaker's wide array of typographical controls, you can easily change the look and feel of text in your publication.

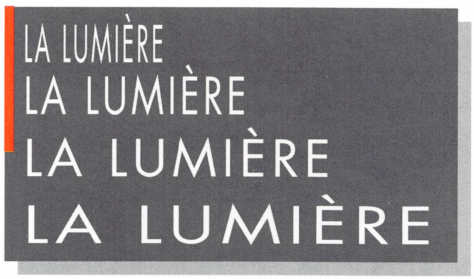
Because many words can be hyphenated in different ways, PageMaker gives you several options for controlling how words are hyphenated.

*Choose type from a wide range of typefaces*

*Kern characters individually to within 1/100 of an em space*

*Rotate text in 90-degree increments*




*Condense or stretch the width of type from 5% to 250%*

PageMaker's "Hyphenation..." command lets you choose one of three levels of hyphenation control: manual, manual plus dictionary, or manual plus algorithm.

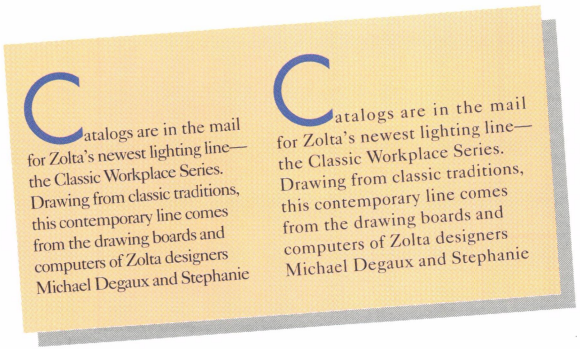
No matter how automated a page-layout system may be, there are always instances where only you can select the most appropriate spacing values and line breaks—especially when you are working with extremely tight layouts.

PageMaker's spacing options give you great flexibility in correcting any spacing problems. Once you specify the spacing limits between words, letters, and lines of text, you can have PageMaker alert you whenever there is a problem with the spacing.

■ **For more information**, refer to these entries in the *Aldus PageMaker 4.0 Reference Manual:* Alignment, Fonts, Hyphenation..., Leading, Paragraph..., Preferences..., Spacing between letters, words, and lines of text, Type specs....

*Size text from 4 to 650 points in increments of 1/10 of a point*

*Choose the "Alignment" command to align text left, right, or centered, and to justify or force-justify text*



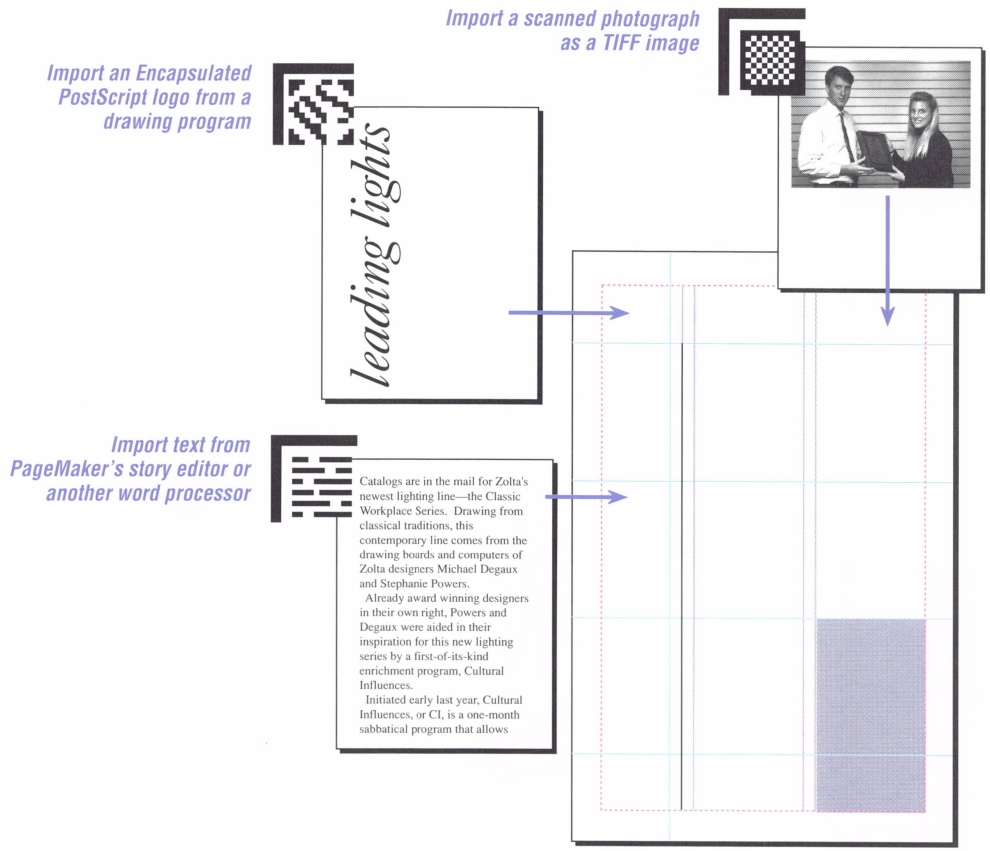

*Use PageMaker's track kerning feature to change letter and word spacing over a range of text*

## Placing files in PageMaker

### "Place...," PageMaker's most important command

One reason why PageMaker is so useful as a desktop application is its ability to work with other desktop applications. With PageMaker, you can integrate a variety of text and graphics files into your publication. It's the reason why some say "Place..." is PageMaker's most important command.

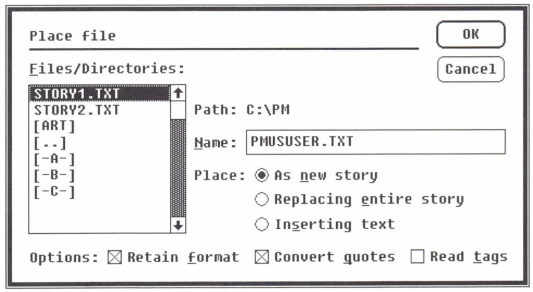
The "Place..." command allows you to bring text and graphics created in other applications onto the pages of your PageMaker publication. When you import a file using "Place...," PageMaker automatically checks its library of text and graphics import filters. An import filter will transfer, depending on the filter and the application in which the file was created, the formatting you've specified for that file.



PageMaker allows you to import files from many different Macintosh, DOS, and OS/2 applications, including word-processing files from applications such as Microsoft® Word, WordPerfect™, WriteNow™, MultiMate™, XyWrite™, and MacWrite®, as well as DCA and ASCII text files.

You can also import graphics files, including draw-type files such as PIC and PICT files, paint-type files, TIFF files (including color TIFF images), EPS files, HPGL and CGM files, and all the standard Windows and Macintosh graphic formats.

**For more information,** refer to these entries in the *Aldus PageMaker 4.0 Reference Manual:* Importing and exporting text and graphics, Place…




*Import text and graphics files using the "Place…" command, then position all the elements on the page for stunning results*

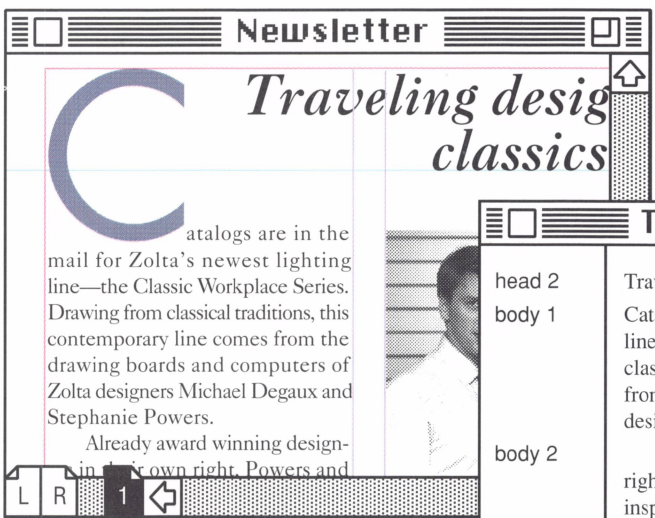
## The story editor

### PageMaker's word processor

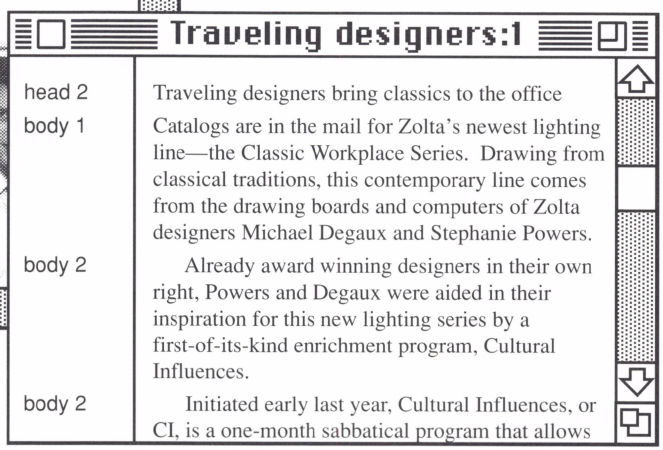
PageMaker's story editor extends PageMaker's layout capabilities by providing you the means to create and control more of the work you produce with PageMaker. At its most basic level, the story editor is simply a different view of text in your publication. Used to its fullest capabilities, the story editor is a powerful writing tool, complete with features that you'd expect in any dedicated word-processing application.

The story editor has been designed to give you the best text-editing performance possible in a page-layout environment. To make text editing faster, the story editor does not display graphics or show actual page, column, or line breaks, or spacing attributes, but instead provides a highly functional writing environment in which to work.

To open the story editor, simply triple-click a text block using the pointer tool, or choose the "Edit story" command from the Edit menu. While in the story editor, you can import text directly from other applications or create stories from scratch. You can open more than one story-editor window at a time and copy and paste between them.




*Text as it appears in layout view*




*The same text in story view, with the optional sidebar displaying paragraph style names*

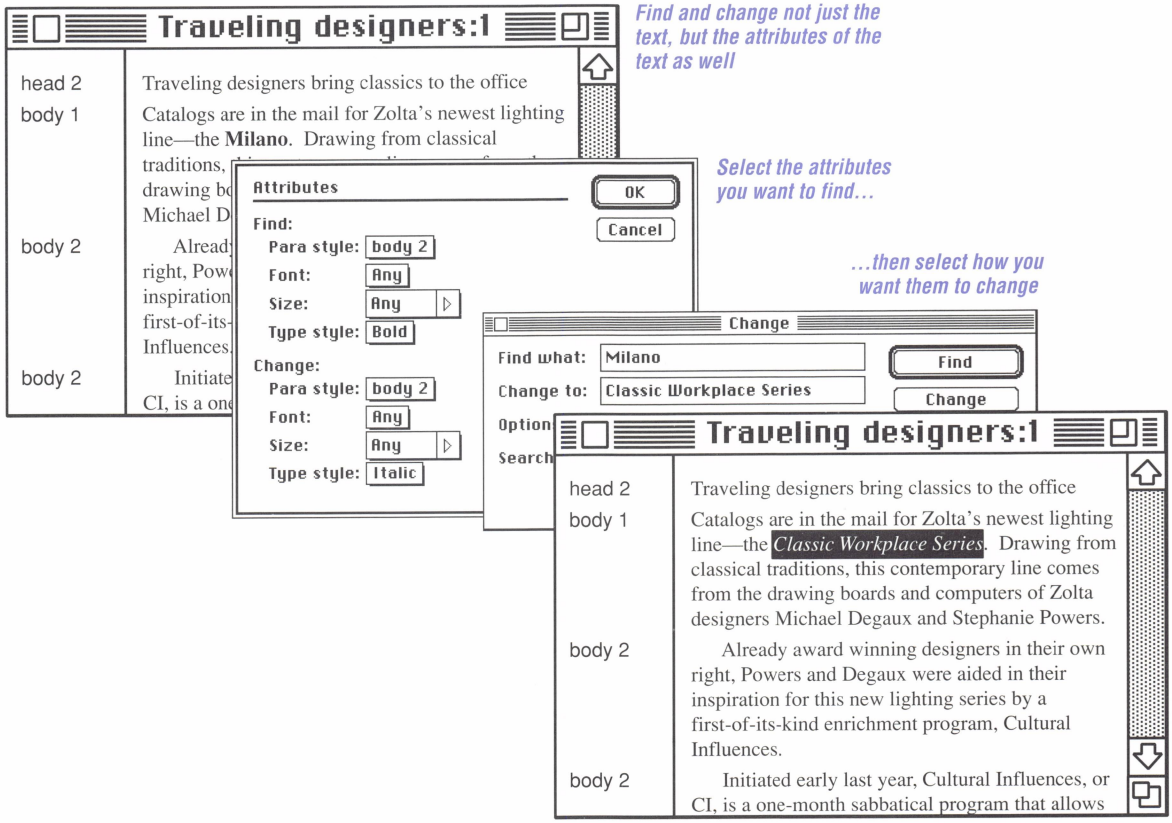
There are several ways to return to layout view. If you plan to resume editing in story view and want to maintain your place in a story, you can switch to layout view while keeping the story window open. Or, if you have finished editing, you can return to layout view by closing the story window.

The story editor includes the "Find…," "Find next," and "Change…" commands; in addition to letting you search for and replace text, these commands let you search for attributes of type styles, fonts, and paragraph styles, and give you a way to change the format of your document quickly.

The story editor also lets you check your spelling, using up to ten dictionaries. You can choose to check the spelling of just the story you have open in the story editor, or of all the stories in your publication.

With additional dictionaries available from Aldus, you can spell check in several languages, such as French or German, or in specialized fields, such as law and medicine.

■ **For more information**, refer to these entries in the *Aldus PageMaker 4.0 Reference Manual:* Place…, Spelling…, Story editor.



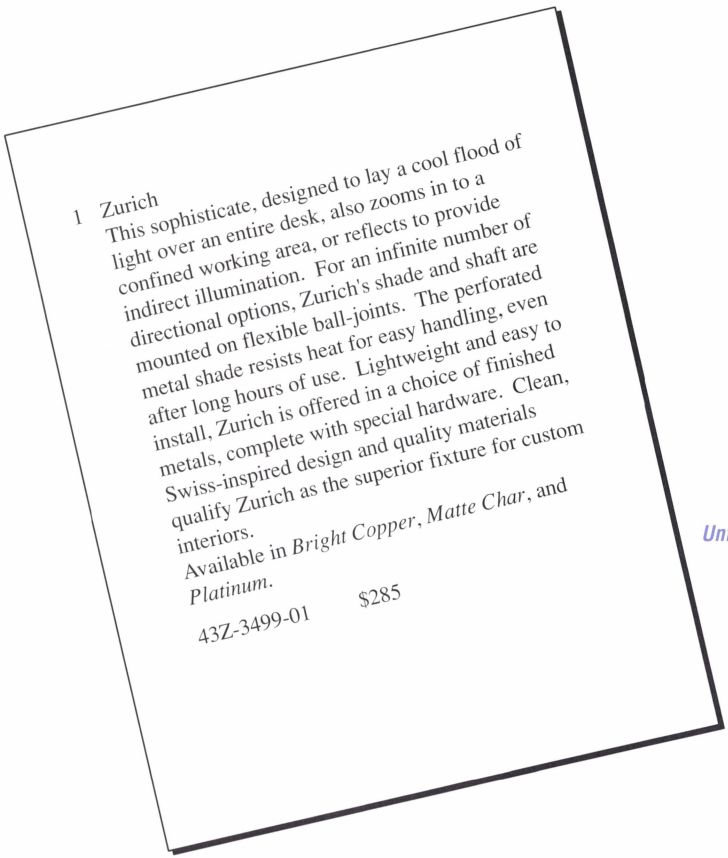
# PageMaker's style sheets

## Formatting made easy

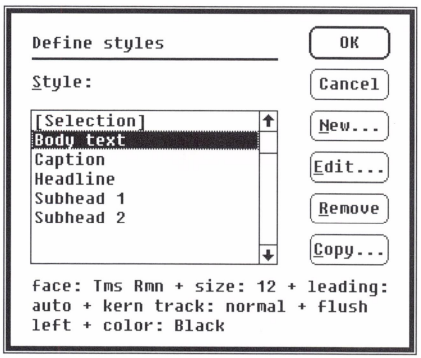
The design of any publication will vary depending on its subject matter and audience. All well-designed publications have one thing in common—consistency. PageMaker's style sheets (which define how paragraphs are formatted, and contain information such as the typeface, type size, tab positions, and paragraph spacing) help you establish a consistent design and maintain it throughout a publication. If you decide to change the look of your publication, you can do so quickly by simply changing the style sheet—all of the paragraphs formatted with that style will be automatically updated.

For short pieces, such as flyers or one-page memos, formatting text blocks individually is probably all that's necessary. But if you are working with longer, more complex publications, or if you are trying to maintain a consistent look for all the publications you produce, PageMaker's style sheets are the easiest and most efficient way to go. Understanding how styles work can mean the difference between getting a 30-page report finished in a few hours, and not getting it done until next week.

Styles are designed to affect the format of paragraphs. Instead


1 Zurich
This sophisticate, designed to lay a cool flood of light over an entire desk, also zooms in to a confined working area, or reflects to provide indirect illumination. For an infinite number of directional options, Zurich's shade and shaft are mounted on flexible ball-joints. The perforated metal shade resists heat for easy handling, even after long hours of use. Lightweight and easy to install, Zurich is offered in a choice of finished metals, complete with special hardware. Clean, Swiss-inspired design and quality materials qualify Zurich as the superior fixture for custom interiors.
Available in *Bright Copper*, *Matte Char*, and *Platinum*.
43Z-3499-01 $285

*Unformatted text*



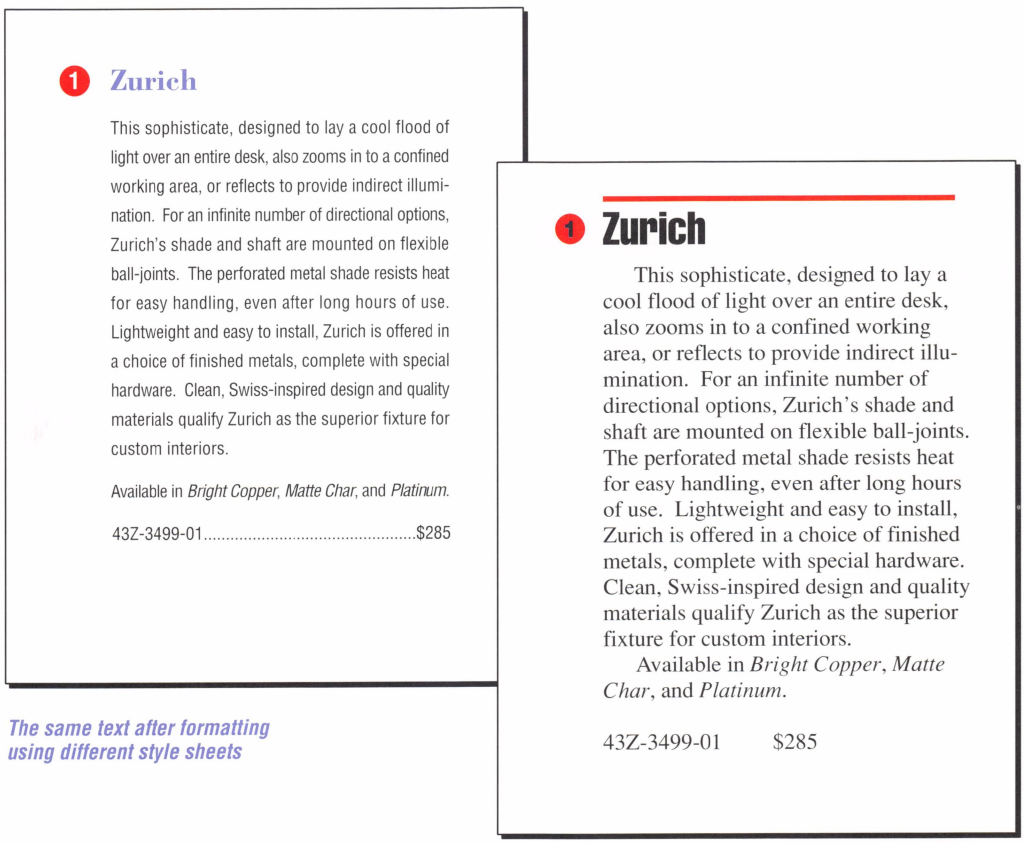

*Define and easily change how paragraphs look throughout your document using style sheets*

of selecting paragraphs and then choosing commands from the Type menu, simply click in a paragraph using the text tool and select a style from the Style palette. When you apply a style to a paragraph, PageMaker applies all the characteristics of that style, such as type size, type style, indents, and spacing values, to that paragraph.

Paragraphs you apply styles to are "tagged" with that style. If you change the style, every paragraph in your publication that's been tagged with that style will change. For example, if you change the type size from 12 points to 18 points in a style called "Subhead2," PageMaker will automatically change all paragraphs in the publication that have the "Subhead2" style to the new point size.

Any command or option included on the Type menu can be incorporated into a PageMaker style sheet.

■ **For more information**, refer to these entries in the *Aldus PageMaker 4.0 Reference Manual:* Formatting text with styles and style sheets, Style.




*The same text after formatting using different style sheets*

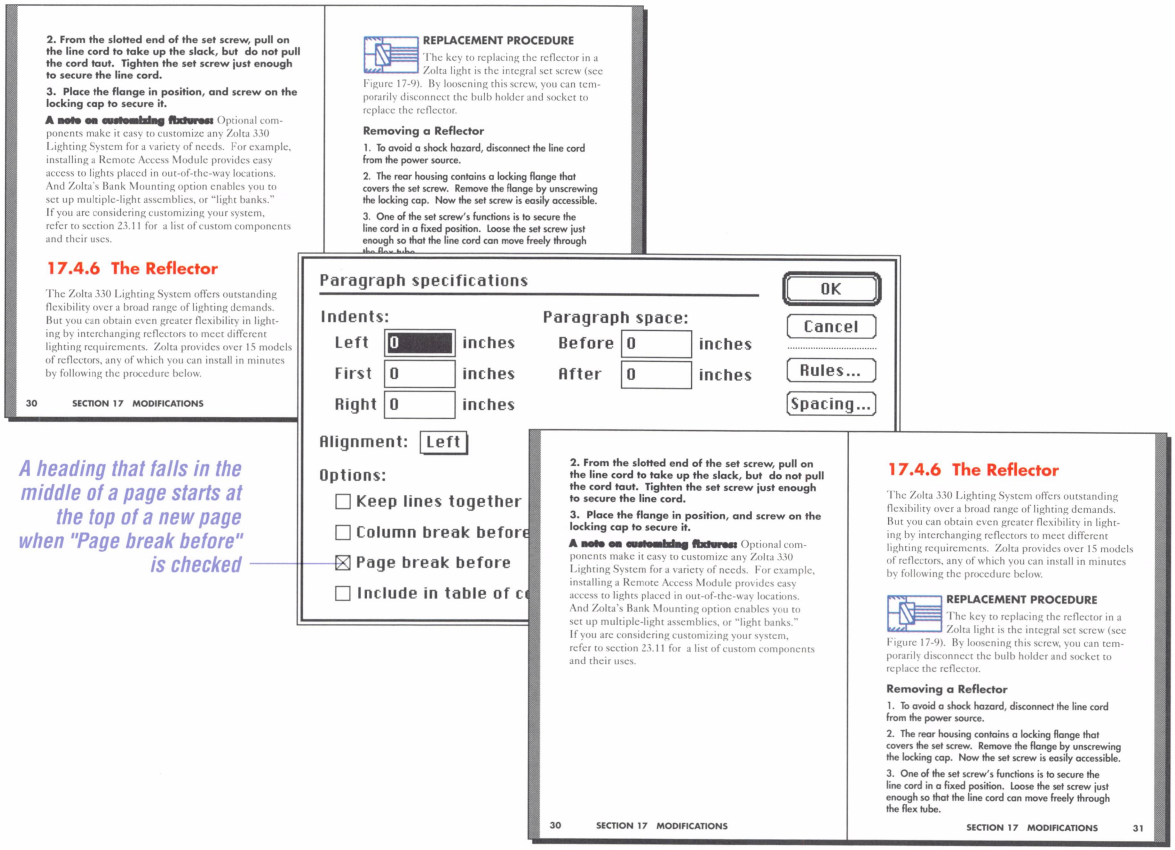
# Automating layout

## Creating long publications

The longer your publications, the more work it takes to lay out all of the individual pages. PageMaker includes several features that are designed to make the production of long publications much faster and easier. Used in a PageMaker style sheet, these features will help maintain a consistent look throughout your publication—a look that you can easily update whenever you want.

PageMaker's "Paragraph…" command includes two options, "Column break before" and "Page break before," that are designed expressly with the pagination of long publications in mind. With these options, you can control whether or not a paragraph should start a new column or a new page. For example, if you're producing a manual, you may want each first-level heading to start a new page and each second-level heading to start a new column. You can set these options to control column breaks automatically.

The "Paragraph…" command also lets you keep paragraphs from breaking across columns and across pages ("Keep lines together") and lets you tie paragraphs together, which is useful for keeping the steps of a procedure together and for keeping

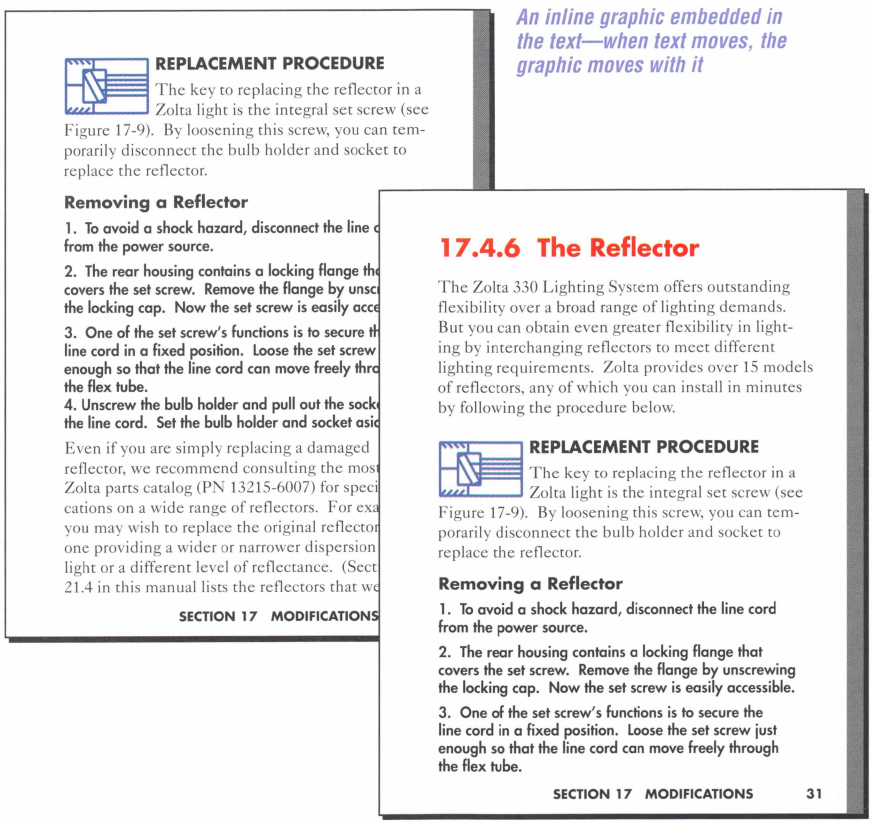


headings with subsequent paragraphs.

Are you working with publications that have lots of graphics? PageMaker lets you place graphics two ways: as independent graphics or as inline graphics. Independent graphics stay where you place them, and you make text flow around them; inline graphics flow with your text—in fact PageMaker treats inline graphics just like text. Embed graphics inside a paragraph or insert a carriage return after the graphic, and apply styles or any of the options in the "Paragraph" dialog box to the graphic.

To help distinguish different levels of headings or to draw attention to certain types of information, many designers position rules above or below the heading or paragraph. The "Paragraph" command includes the "Rules" option, which is designed to insert these rules automatically. The "Rules" option lets you choose the color and thickness of each rule and position it exactly where you want.

■ **For more information** about paginating your publications, refer to these entries in the *Aldus PageMaker 4.0 Reference Manual:* Assembling long documents, Paragraph, Working with independent and inline graphics.



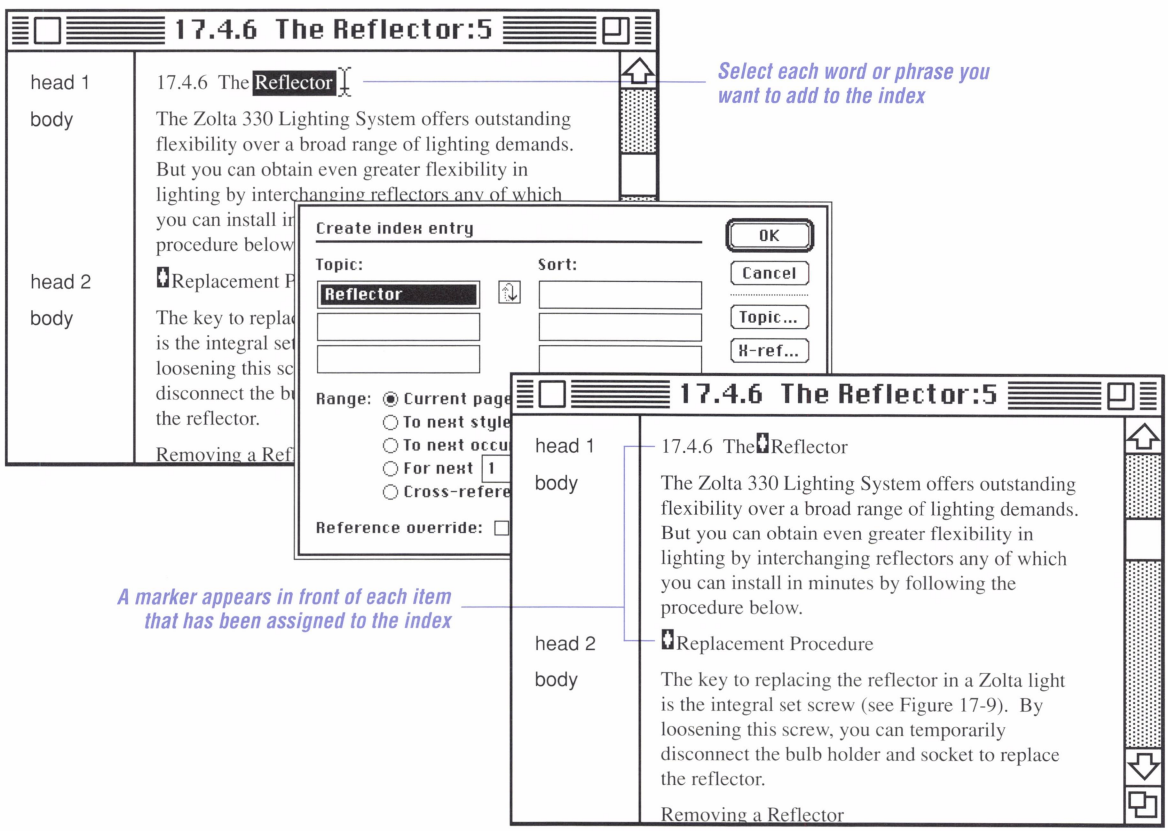
# Indexing, and creating a table of contents

## Improving access to information

Two of the most important sections in many publications are the index and the table of contents. A good index and table of contents will help people find information and subjects easily and quickly. However, to be effective, a good index needs to be more than just a compilation of the words that appear on a particular page in a manuscript. PageMaker's indexing feature provides you with a great deal of flexibility in how you index words and phrases in your publication.

You can index words and phrases in either layout or story view by selecting the word or phrase and choosing the "Index entry..." command. PageMaker pastes an index marker in front of each entry, so you can see all the entries you've selected for indexing in your publication. You can assign the entry as a subtopic of another entry, or choose the "X-ref" option to cross-reference entries.

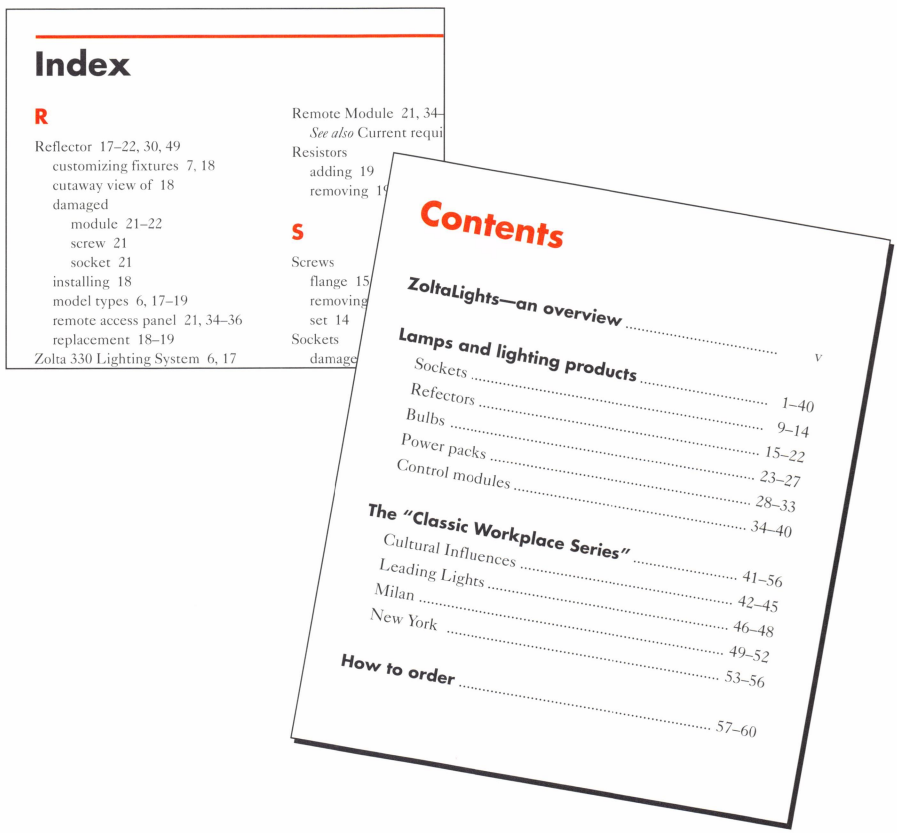
After you have marked up stories in a publication, use the "Create index..." command to generate an index with the current page numbers. Use the "Book..." command if you want to group several publications together to



create a book. The "Create index" command will automatically combine and sort all the index entries in the list of booked publications, to create a single index.

In addition to creating indexes, PageMaker also lets you choose certain paragraphs (usually headings) to be included automatically in a table of contents. For example, using the "Paragraph…" command in conjunction with a style sheet, you can specify that all the heads and subheads in your publication be included in a table of contents. When you choose the "Create TOC…" command, PageMaker copies the appropriate paragraphs and their page numbers to a separate story in your publication, which then becomes your table of contents. As with an index, PageMaker can create a table of contents from all the publications listed in the publication's book list.

**For more information**, refer to these entries in the *Aldus PageMaker 4.0 Reference Manual:* Assembling a long document, Indexing, Creating a table of contents.



Index

R

Reflector 17–22, 30, 49
customizing fixtures 7, 18
cutaway view of 18
damaged
module 21–22
screw 21
socket 21
installing 18
model types 6, 17–19
remote access panel 21, 34–36
replacement 18–19
Zolta 330 Lighting System 6, 17
Remote Module 21, 34–
*See also* Current requi
Resistors
adding 19
removing 1

S

Screws
flange 15
removing
set 14
Sockets
damage

Contents

ZoltaLights—an overview ..... v

Lamps and lighting products ..... 1–40
Sockets ..... 9–14
Reflectors ..... 15–22
Bulbs ..... 23–27
Power packs ..... 28–33
Control modules ..... 34–40

The "Classic Workplace Series" ..... 41–56
Cultural Influences ..... 42–45
Leading Lights ..... 46–48
Milan ..... 49–52
New York ..... 53–56

How to order ..... 57–60

# Managing changing information

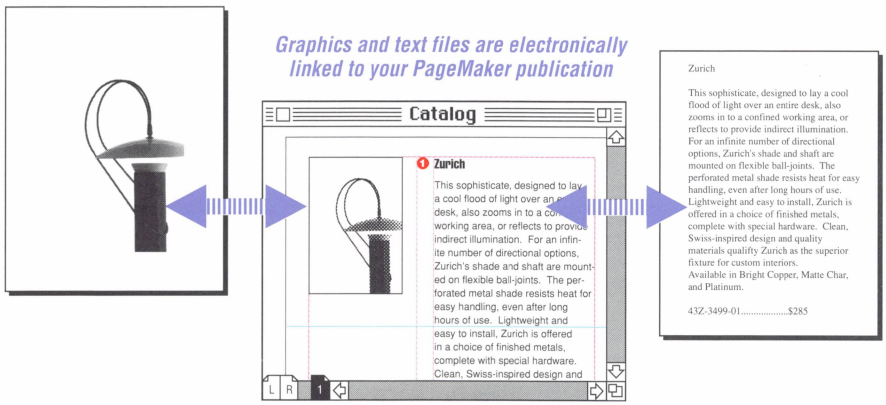
## Your electronic file tracker

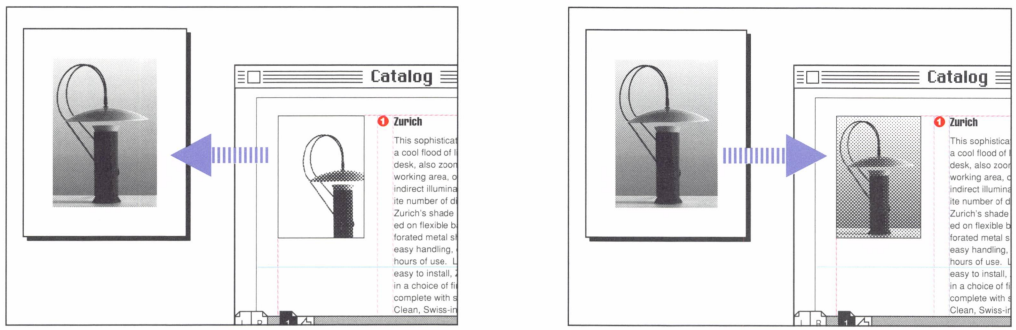
A major challenge in producing any document is keeping track of the latest file changes. And the longer and more complex a publication, the more challenging (and exasperating) it can be. Keeping a publication up to date with the latest editorial changes, author alterations, and graphic revisions becomes a frustrating task if the process is not managed properly.

Whenever you import a text or graphics file into PageMaker, you have two versions of the same file—the version that is placed in PageMaker and the original file. PageMaker's "Links…" command lets you create a direct connection between the version of the file you place in PageMaker and the version of the same file elsewhere on your disk.

The "Links…" command is designed to notify you of any changes made to the original file, and then, if you want, to automatically update your publication with the updated original.

■ **For more information** about setting up links, refer to these entries in the *Aldus PageMaker 4.0 Reference Manual:* Assembling a long document, Linking text and graphic files to your publication.




*When you open an existing PageMaker file, links are checked for changes to source files*

*If the source file has changed, PageMaker will alert you that the file has changed or automatically update your publication with the most recent version*

# Printing

## Putting it on paper, film, or disk

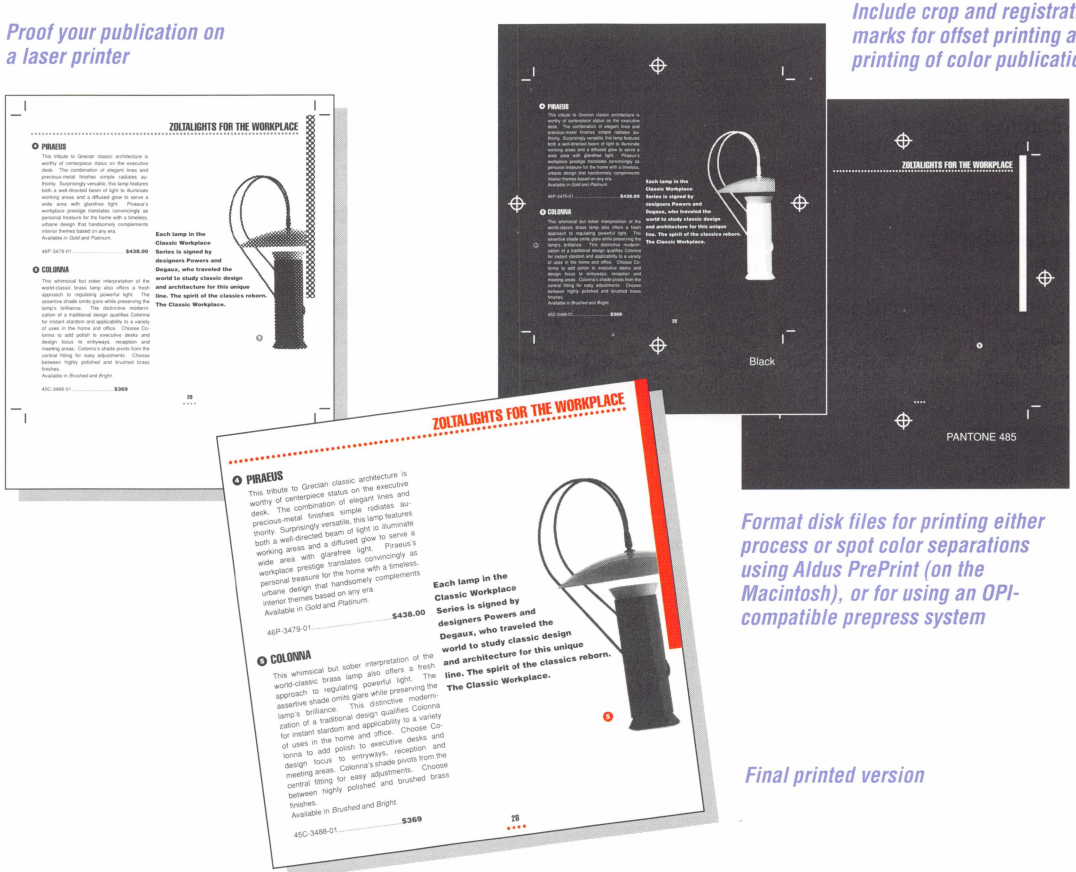
Getting your message into print is what desktop publishing is all about, and PageMaker can print on almost any black-and-white or color printer you can connect to your PC or Macintosh. PageMaker 4.0's print options have been expanded so that you have more control than ever before over what you print and how it's printed.

Print your publications on any printer that is compatible with PostScript, QuickDraw (on the Macintosh), or PCL (Printer Control Language in DOS or OS/2). Or prepare your publication for printing on a high-resolution imagesetter, such as the Linotronic 300; or print your PageMaker publication to disk and send it to a prepress house for printing on a prepress system that's compatible with the Open Prepress Interface (OPI).

■ **For more information,** refer to these entries in the *Aldus PageMaker 4.0 Reference Manual*: Commercial printing, Color in publications, Printing.

*Proof your publication on a laser printer*

*Include crop and registration marks for offset printing and printing of color publications*




*Format disk files for printing either process or spot color separations using Aldus PrePrint (on the Macintosh), or for using an OPI-compatible prepress system*

*Final printed version*

## Where do I go from here?

### Learning about PageMaker

Now that you have seen some of the things that PageMaker can do and how you might be able to use it, here are a few suggestions on how to get started or learn more about PageMaker.

- Look at the tutorial in *Aldus PageMaker 4.0 Getting Started.*
- Refer to the *Aldus PageMaker 4.0 Reference Manual.*
- Join a user group.
- Register today. As a registered user you are entitled to a variety of customer services, which currently include a one-year subscription to the *Aldus Magazine.*
- Stop by your library or bookstore for books and magazines on topics such as desktop publishing, graphic design, and typography.
- Have fun!

## Credits


Written by Philip A. Borgnes and Harry C. Edwards

Edited by John D. Berry

Designed and produced by Susan Bari Price

Illustration, production, and chapter-opening design by Tracy Tobin

ZOLTA sample publications designed and produced by Aldus Creative Services department:

**Catalog:** Eric McCashey, Dachen Sakya

**Annual Report:** Paula Wong

**Technical Manual:** Aliza Corrado

**Newsletter:** Bob Grindeland / Team Design

**Page iv** 10th century Arabic paper. National Bibliothek, Mittheilungen aus der Sammlung der Papyrus Ersherzog Rainer, Vienna, 1887. Courtesy of the Library of Congress, Washington 1968.

**Page iv** Letter R. From *Of the Just Shaping of Letters*, 1525, by Albrecht Dürer. Courtesy of Dover Books, New York.

**Page iv** Metal font cut by Giambattista Bodoni. Museo Bodoniani, Parma, Italy. Courtesy of *Print Magazine*, New York.

**Page 1** Copper engraving of Gutenberg. Gutenberg Museum, Mainz. Courtesy of Watson-Guptill Publications, New York.

**Page 1** Text excerpted from Bodoni's Prefazione: *Manuale Tipografico*, Parma, 1818. Courtesy of Dover Books, New York.

**Page 4** Portion of a page of Gutenberg's forty-two-line Bible. Pierpont Morgan Library, New York. Courtesy of Watson-Guptill Publications.

**Page 5** Metal type punch. Courtesy of Watson-Guptill Publications.

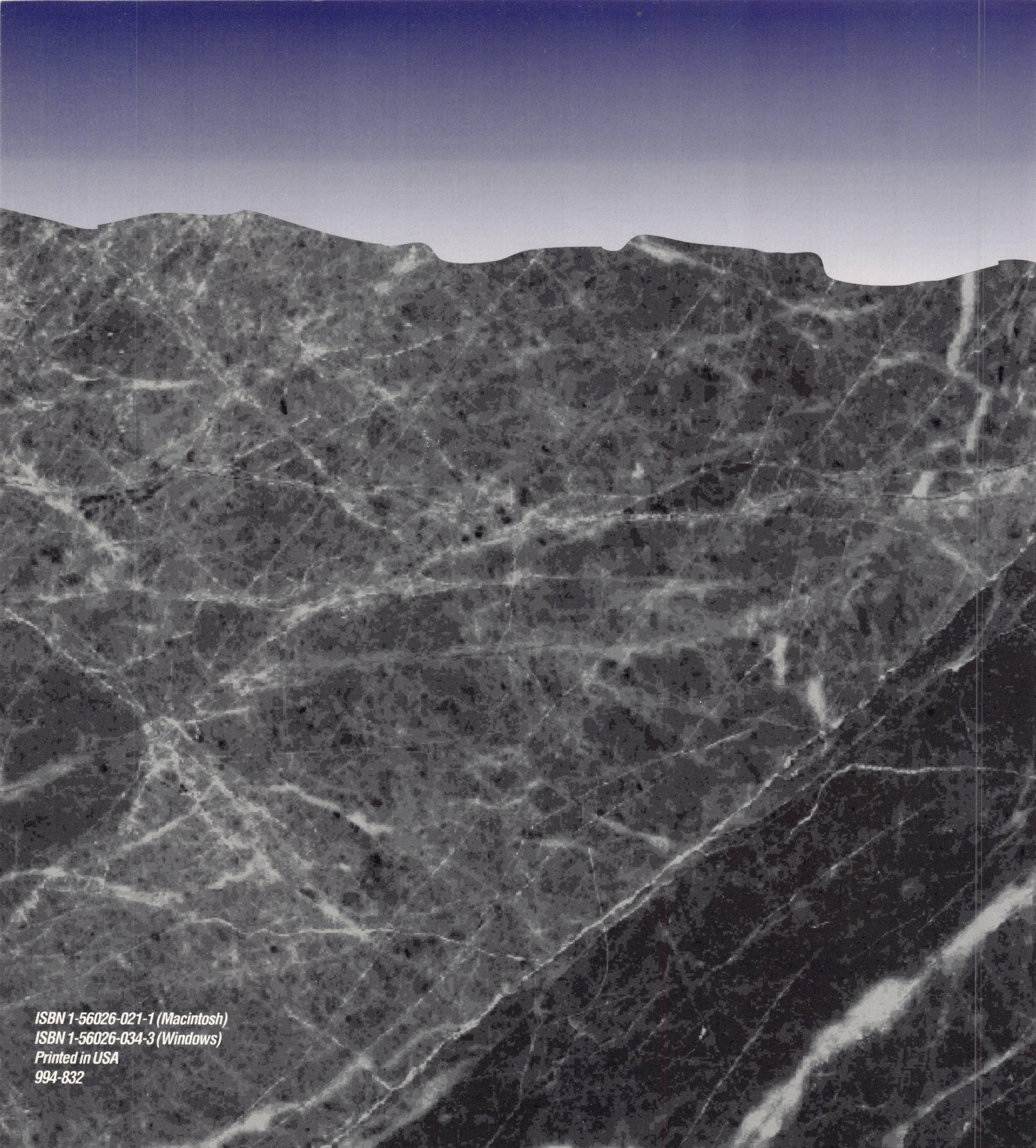
**Page 5** Text excerpted from an advertisement of the sale of Baskerville's types, Paris, c. 1789. Courtesy of Dover Books, New York.

**Pages 12 and 13** 17th century engraving tools, printing press. Bosse's *Traicté des Manières de graver en taille douce*, Paris, 1645.

**Page 12** 18th century scribes, engravers, and mezzotint rockers. Bosse's *De la Manière de graver a l'eauforte et au burin*, Paris, 1758.

**Page 13** Metal type punch. *American Dictionary of Printing and Bookmaking*, 1894.

19th century engravings in chapter openings from Dover's Pictorial Archive Series.



ISBN 1-56026-021-1 (Macintosh)
ISBN 1-56026-034-3 (Windows)
Printed in USA
994-832